

**ADOPTION CLOSING
SUMMARY
(DHS-222)**

The purpose of the closing summary is to provide a concise summary of the child's adoption. The closing summary should include a description of events related to the adoption that have not been previously addressed in the DHS-614, Quarterly Adoption Progress Reports. A copy of the closing summary must be sent within 14 calendar days of the adoption finalization date to the foster care worker and the Department of Health and Services (DHHS) adoption monitor for purchase of service cases for inclusion in the child's permanent record. The DHS-222, Adoption Closing Summary must be used for this purpose.

When a planned adoption does not occur or the goal of adoption is changed to another permanency outcome, the adoption case must be closed using the DHS-222, Adoption Closing Summary within 14 calendar days of the goal change. A copy of the closing summary and all other adoption specific reports must be sent to the foster care worker and DHHS adoption monitor for purchase of service cases for inclusion in the child's permanent case record. The reason for closure must be clearly documented in the closing summary.

**AFCARS
REPORTING**

The adoption worker must assure that all AFCARS information has been entered into MiSACWIS and is contained in the case record prior to case closure.

**CLOSING LETTER
TO FAMILY**

The DHS-607, Adoptive Family Closing Letter form, must be sent to the family outlining the changes they can expect in coming weeks and any available future services.